



CITY OF HOUSTON

Job Posting

	SL/CMD
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>PROPERTY AGENT</div></div>
3	<div><div>Posting Number</div><div>PN# 110465</div></div>
4	<div><div>Department</div><div>Public Works and Engineering</div></div>
5	<div><div>Division</div><div>Planning and Development Services</div></div>
6	<div><div>Section</div><div>Real Estate Branch/Land Acquisition Section</div></div>
7	<div><div>Reporting Location</div><div>611 Walker, 19th Floor</div></div>
8	<div><div>Workdays & Hours</div><div>M - F, 8 a.m. - 5 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Performs various complex technical negotiations, research, and closing functions related to the acquisition of land and/or property rights for public projects. Transactions often involve the acquisition and/or sale of multiple properties or complicated multi-agency issues. Investigates and identifies properties to be purchased, condemned, or transferred. Prepares and submits reports and information packages for City Council, the Mayor, and others in connection with assigned projects.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>Requires ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires an Associate's degree in Real Estate, Business Administration, or a related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>One (1) year of experience in real estate or related activities is required. Pertinent professional experience in real estate or directly related activities may be substituted for the above education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Must have valid Texas Driver's License and comply with the City of Houston policy on driving (A.P. 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Requires proficiency in the operation of personal computers and the following software: MS Word, WordPerfect, MS Excel, and Lotus 1-2-3. Candidate must have solid oral and written communication skills, strong interpersonal skills, and the ability to establish and maintain excellent working relationships at diverse levels. Preference will be given to a candidate with prior public sector acquisition and/or sales experience and knowledge of title curative procedures.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><div>X</div><div>Yes</div><div>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary for this position is:</div><div><div>Salary Range - Pay Grade 17</div><div><div>\$1,404 - \$1,611 Biweekly</div><div>\$36,504 - \$41,886 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>May 17, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m., at 611 Walker, First Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>